

2018 Michigan Traffic Safety Summit Pricing:

Registration through February 24

- For-profit exhibitors: \$295
- Non-profit exhibitors: \$95

Registration after February 24

- For-profit exhibitors: \$440
- Non-profit exhibitors: \$135

To register as an exhibitor:

- Go to <http://www.train.org/mi-train>
- Enter login name and password then select the *Login* button
- At the top right corner, in the "Keyword or Course ID" box enter either
 - Course number **1073661** for the For-Profit Exhibitor Michigan Traffic Safety Summit, or
 - Course number **1073645** for the NonProfit Exhibitor Michigan Traffic Safety Summit
- Select the *Registration* tab under Conference Details
- Select the *Register for Conference*
- Select the *Add* buttons to add lunch choices for each day
- If attending the Tuesday evening networking event, select the *Add* button for that event as well
- Select *Next*
- Select *Next* again
- Verify user information and select *Next*
- Click the *Submit for Approval* at the bottom of the page
- This will open a new window for the State of Michigan Payment Processing Center
- If a special code has been assigned, enter it at this time and select *Continue*
- If no special code has been assigned for registration, leave this box blank and select *Continue*
- Select who is responsible for payment and select *Continue*
- If you selected Employer, complete the information and select *Continue*

Payment:

- Select Invoice and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete
- An invoice will be emailed to the address associated with the account
- This invoice must be paid within 10 days
- Interagency transfer should be made to Department 551, Appropriation 47750, Unit 4500, Fund 3580 Program Code 451130, Dept. Obj. 6082